



MILWAUKEE COUNTY  
Behavioral  
Health  
Division

myAvatar™

Tips and Tricks



**Point of Care (POC) Standing Orders in PCS-** use these guidelines to order, administer and document results for POC, Standing Order tests completed in PCS. (Reference Policy POC Testing in the PCS) <http://milwaukeebhd.policystat.com/policy/7905630/>

In PCS, there is a standing order policy (link above) for urine drug screening (UDS), urine pregnancy testing, breath analysis for alcohol levels (breathalyzer), and finger stick blood glucose testing (FSBG). Please follow policy guidelines for ordering and administering these labs.

There are 3 components to documenting these tests in Avatar: (A) ordering the appropriate POC test/s in the Client Profile/Physician's Orders Form, (B) administering the test/s in the eMAR, and (C) documenting test results in the Lab Test Form.

- A. **Order the POC test/s using the Client Profile/Physicians Orders Form.** From Home View, select the client. In the Search Forms box, enter 'Client profile' and select the Client Profile/Physician Orders Form. As needed, click OK to bypass the client allergies and hypersensitivities warning pop-up. The form opens.
1. Select Create Order
  2. Select Standing Order from the Order Entry Source drop-down list.
  3. Verify order is for correct episode. Order Category will default to 'Other Order'.
  4. In the Order Group search box, enter PCS and select PCS Standing Orders.
  5. Click 'Select Order/s From Order Group'.
  6. Select appropriate orders for the client.
  7. Click OK.
  8. Click Yes to the Auto-File Order Group pop-up and OK for the Information pop-up

**Note** important policy considerations in the Special/Additional Instructions box. Open this text box for additional policy information.

1. Enter 'Encounter' in the Diagnosis Code search box and select 'Encounter for screening for other disorder' (Z13.89). This diagnosis will be used for all of the 4 standing order POC lab tests.
2. The Duration information will default to 1 Day.
3. Enter the name of the Attending Practitioner in the 'Ordering Practitioner' box.
4. Select Yes for the Confirmation attestation.
5. Click File Data.
6. Click OK to the Information filing pop-up. If more than 1 POC lab test was ordered, repeat steps 1-4 above and file each order. When finished, close the form.

The screenshot shows the eMAR system interface for creating a POC lab test order. The interface includes a sidebar with navigation options like 'Client Profile', 'Create Order', 'Renew/DC/Val.', 'View/Change', 'Order Notes', and 'Hold/Resume'. The main area contains fields for 'Special/Additional Instructions', 'Reason Code', 'Reason Text', 'Diagnosis Code', 'Order Date', 'Order Time', 'Start Date', 'Start Time', 'Duration - Days', 'Hours', 'Minutes', 'Ordering Practitioner', 'Current Stop Date', 'Current Stop Time', 'Confirmation', and 'File Data'. Red boxes and numbers 1-6 highlight specific steps: 1. Diagnosis Code search box, 2. Duration - Days field, 3. Ordering Practitioner field, 4. Confirmation 'Yes' button, 5. File Data button, and 6. OK button in the Information pop-up.

## B. Administer the POC test/s in the eMAR:

1. Select the client.
2. Select the eMAR Console.
3. Make sure the appropriate episode of care is selected.
4. Select the Lab Orders tab. The POC test/s are displayed in the Order Description.
5. Double-click on Specimen Collection to acknowledge the order, document that education was performed, and document order details.

My Views: HOME VIEW Client Demographic Info Inpatient Nursing Console PCS/CBS RN Workflow Console **eMAR** Selected Client: Client Test (008186265) Episode: Episode # 2 Admit : 05/19/2020 Discharge : None

Client: TEST,CLIENT (8186265) Episode: 2 Location: 000001 Room 07 A

Order Type: Lab POC Test

Medications Lab Orders All Other Order Types Notes

**Acknowledgement Required**  
**POC PCS Urine 10 Drug Screen (PCS standing order)**  
**Results Status:** No results filed.  
**Instructions:** POC testing should proceed as long as the patient consents to said testing in the psychiatric emergency room. If the patient refuses the POC testing, then that information should be relayed to the attending physician by the patient's nurse. Urine Drug Screen to be administered to any patient (regardless of age) if they exhibit signs and symptoms of substance intoxication (outside of alcohol signs noted in #1 above). These include, but are not limited to: tremulousness, altered gait, presence of needle marks, diaphoresis, extreme hyperactivity or somnolence, jaw clenching, rubbing on one's nose, rapid personality changes, difficulty maintaining attention, and/or possession of drug paraphernalia. \*\*\*It should be noted that many of the symptoms above can also be found in other Emergency Medical Conditions (EMC); hence, all items should be considered and/or processed as part of best medical practices and the resulting decision making.  
**Dx:** Encounter for screening for other disorder  
**Start:** 05/19/2020 03:31 PM **Stop:** 05/20/2020 03:30 PM  
**Client education:** NOT performed  
**Order#** 778322  
**Ordering Practitioner:** THRASHER, TONY W (005615)

Order Description: POC PCS Urine 10 Drug Screen (PCS standing order)

Specimen Collection: Specimen Col...

Acknowledge the Order and indicate education was performed on the following 2 administration record pop-ups.

Client: TEST,CLIENT ID: 8186265 Chart# Loc: 000001 Room 07 A

**POC PCS Urine 10 Drug Screen (PCS standing order)**  
**Administration Time(s):** Specimen Collect  
**Instructions:** POC testing should proceed as long as the patient consents to said testing in the psychiatric emergency room. If the patient refuses the POC testing, then that information should be relayed to the attending physician by the patient's nurse. Urine Drug Screen to be administered to any patient (regardless of age) if they exhibit signs and symptoms of substance intoxication (outside of alcohol signs noted in #1 above). These include, but are not limited to: tremulousness, altered gait, presence of needle marks, diaphoresis, extreme hyperactivity or somnolence, jaw clenching, rubbing on one's nose, rapid personality changes, difficulty maintaining attention, and/or possession of drug paraphernalia. \*\*\*It should be noted that many of the symptoms above can also be found in other Emergency Medical Conditions (EMC); hence, all items should be considered and/or processed as part of best medical practices and the resulting decision making.  
**Dx:** Encounter for screening for other disorder  
**Start Date:** 05/19/2020 03:31 PM **Stop Date:** 05/20/2020 03:30 PM

TEST,CLIENT has not been educated about this order.

**Acknowledged by:** Susanne Morris (Avatar User Experience)  
**Acknowledged Date/Time:** 05/19/2020 04:33 PM

**Entered By:** Susanne Morris (Avatar User Experience)  
**Entered On:** 05/19/2020 04:33 PM

OK Cancel

Client: TEST,CLIENT ID: 8186265 Chart# Loc: 000001 Room 07 A

**POC PCS Urine 10 Drug Screen (PCS standing order)**  
**Administration Time(s):** Specimen Collect  
**Instructions:** POC testing should proceed as long as the patient consents to said testing in the psychiatric emergency room. If the patient refuses the POC testing, then that information should be relayed to the attending physician by the patient's nurse. Urine Drug Screen to be administered to any patient (regardless of age) if they exhibit signs and symptoms of substance intoxication (outside of alcohol signs noted in #1 above). These include, but are not limited to: tremulousness, altered gait, presence of needle marks, diaphoresis, extreme hyperactivity or somnolence, jaw clenching, rubbing on one's nose, rapid personality changes, difficulty maintaining attention, and/or possession of drug paraphernalia. \*\*\*It should be noted that many of the symptoms above can also be found in other Emergency Medical Conditions (EMC); hence, all items should be considered and/or processed as part of best medical practices and the resulting decision making.  
**Dx:** Encounter for screening for other disorder  
**Start Date:** 05/19/2020 03:31 PM **Stop Date:** 05/20/2020 03:30 PM

TEST,CLIENT has not been educated about this order.

**Education Performed:** Yes No  
**Education by:** Susanne Morris (Avatar User Experience)  
**Education Date/Time:** 05/20/2020 08:36 AM

**Entered By:** Susanne Morris (Avatar User Experience)  
**Entered On:** 05/20/2020 08:36 AM

OK Cancel

Document details of the specimen collection, click to 'Accept specimen collection entered' and click OK.

Client: TEST,CLIENT ID: 8186265 Chart# Loc: 000001 Room 07 A

**POC PCS Urine 10 Drug Screen (PCS standing order)**  
**Administration Time(s):** Specimen Collect  
**Instructions:** POC testing should proceed as long as the patient consents to said testing in the psychiatric emergency room. If the patient refuses the POC testing, then that information should be relayed to the attending physician by the patient's nurse. Urine Drug Screen to be administered to any patient (regardless of age) if they exhibit signs and symptoms of substance intoxication (outside of alcohol signs noted in #1 above). These include, but are not limited to: tremulousness, altered gait, presence of needle marks, diaphoresis, extreme hyperactivity or somnolence, jaw clenching, rubbing on one's nose, rapid personality changes, difficulty maintaining attention, and/or possession of drug paraphernalia. \*\*\*It should be noted that many of the symptoms above can also be found in other Emergency Medical Conditions (EMC); hence, all items should be considered and/or processed as part of best medical practices and the resulting decision making.  
**Dx:** Encounter for screening for other disorder  
**Start Date:** 05/19/2020 03:31 PM **Stop Date:** 05/20/2020 03:30 PM  
**Order#** 778322

TEST,CLIENT has not been educated about this order.

Specimen Type	Fasting	Client Refused	Refusal Reason	Specimen Container	Collection Site	Collection Volume	Units of Measure	Relevant Clinical Information
Fluid		Yes			Clean Catch			

**Collection Date/Time:** 05/19/2020 04:34 PM  
**Collected By:** Susanne Morris (Avatar User Experience)  
**Entered By:** Susanne Morris (Avatar User Experience) **Entered On:** 05/19/2020 04:34 PM

Accept specimen collection entered OK Cancel

If client refuses the specimen collection, select No and indicate the refusal reason.

Specimen Collection

Specimen Type	Fasting	Client Refused	Refusal Reason	Specimen Container	Collection Site
Fluid		Yes	View		

Refusal Reason

Non-compliance

OK

Time stamp of specimen collection is displayed on the MAR.

Client: TEST,CLIENT (8186265) Episode: 2 Location: 000001 Room 07 A

Medications Lab Orders All Other Order Types Notes

Order Description: POC PCS Urine 10 Drug Screen (PCS standing order)

**Results Status:** No results filed.  
**Instructions:** POC testing should proceed as long as the patient consents to said testing in the psychiatric emergency room. If the patient refuses the POC testing, then that information should be relayed to the attending physician by the patient's nurse. Urine Drug Screen to be administered to any patient (regardless of age) if they exhibit signs and symptoms of substance intoxication (outside of alcohol signs noted in #1 above). These include, but are not limited to: tremulousness, altered gait, presence of needle marks, diaphoresis, extreme hyperactivity or somnolence, jaw clenching, rubbing on one's nose, rapid personality changes, difficulty maintaining attention, and/or possession of drug paraphernalia. \*\*\*It should be noted that many of the symptoms above can also be found in other Emergency Medical Conditions (EMC); hence, all items should be considered and/or processed as part of best medical practices and the resulting decision making.  
**Dx:** Encounter for screening for other disorder  
**Start Date:** 05/19/2020 03:31 PM **Stop Date:** 05/20/2020 03:30 PM

Time: Tue 05/19 04:34 PM

- C. **Document test results in the Lab Test Form.** From Home View, select the client and enter 'lab test' in the Search Forms box. Select the Lab Tests Form.

The screenshot shows the Home View interface. On the left, under 'Recent Clients', 'Client Test (008186265)' is highlighted. In the center, the 'Search Forms' box contains the text 'lab test'. Below this, a list of forms is displayed, with 'Lab Tests' selected. The 'Menu Path' for 'Lab Tests' is 'Avatar CWS / Assessments / User Defined Assessments / Milwaukee'. At the bottom, there are navigation buttons: '< Previous 25', '1 through 1 of 1', and 'Next 25 >'.

Select the appropriate Episode of Care as needed. Click OK.

The screenshot shows the 'Lab Tests' form. At the top, client information is displayed: Name: CLIENT TEST, ID: 8186265, Sex: Male, Date of Birth: 06/19/1970. Below this is a table with columns 'Episode', 'Program', and 'Start'. The table contains two rows: Episode 2 (Psychiatric Crisis Services, Start 05/19/2020) and Episode 1 (JusticePoint-RSC, Start 04/17/2020). The 'Episode' column is highlighted, and the 'OK' button is visible at the bottom left.

1. Select 'Yes' to enable the other fields in the form.
2. Select the appropriate POC test from the drop-down list (UDS, Urine Pregnancy, Intoximeter, and Glucometer are the 4 standing order POC tests).
3. Enter the test date.
4. Enter test result and test note (as needed).
5. Enter results for other POC tests as needed.
6. Submit the form.

The screenshot shows the 'Lab Tests' form with numbered annotations for steps 1 through 6. Step 1 points to the 'Are there any lab test results to record?' section, where 'Yes' is selected. Step 2 points to the 'Type of Test' drop-down menu, which is set to 'UDS'. Step 3 points to the 'Test Date' field, which is set to '05/20/2020'. Step 4 points to the 'Test Result' and 'Test Note' text areas. Step 5 points to the second 'Type of Test' drop-down menu. Step 6 points to the 'Submit' button in the left sidebar.

Recent POC lab results can be viewed on the Recent POC Lab Results widget in the client's Chart.

The screenshot shows the client's Chart. The 'Recent POC Lab Results' widget is highlighted, displaying a table with columns 'Test', 'Date', and 'Result'. The table contains one row: Test UDS, Date 05/20/2020, Result Enter test results here. The widget is located in the bottom right corner of the Chart area.